Maintain Basic Pay Infotype

Purpose	Use this procedure to maintain an employee's basic pay information. This infotype is used to define an employee's salary.
Trigger	Perform this procedure when an employee has a modification to basic pay information.

- Override the next increase date
- Establish as Indirectly or Directly Valued.

Prerequisites	The employee must be in HRMS with a valid basic pay record.
End User Roles	In order to perform this transaction you must be assigned the following role: Personnel Administration Processor, and Payroll Processor

Change History	
Date	**Change Description**
04/22/2014	Procedure updated to match current layout
05/14/2014	Updated Next Increase field description
05/28/2014	Updated note of step 7 to provide more detail on the next increase field.

Menu Path	Human Resources → Personnel Management → Administration → HR Master Data → Maintain
Transaction Code	PA30

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: ⊗ Make an entry in all required fields. **Action**: Fix the problem(s) and then click ✅ (Enter) to validate and proceed.
Warning	**Example**: ⚠ Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click ✅ (Enter) to validate and proceed.
Confirmation ⓘ or ✅	**Example**: ✅ Save your entries. **Action**: Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. **Example**: 40000350

3. Click the box to the left of **Basic Pay** to select.

4. Click ✅ (Enter) to validate the information.

5. In the **Time** period section, click Period and enter the From date as the effective date of the Basic Pay record.

6. Click ⬜ (Create) to create a new record.

7. Complete the following fields:

R=Required Entry	O=Optional Entry	C=Conditional Entry
Field Name	R/O/C	Description
Reason	R	The reason for the change in data on the Basic Pay infotype ![info icon] If you do not know the number for the Reason, you can click the ![matchcode icon] (Matchcode) to open the selection list. **Example**: 20 – Appointment Change
Cap.util.lvl	R	Defines which percentage of standard working time an employee works. The default is determined by the Planned Working Time infotype (0007). Do not change the default for this field. **Example: 100.00**
PS Type	R	Represents the State of Washington's compensation structure (salary bands, hour based steps increases and bargaining units.) The default will be what is set up on the employee's position **Example: 01 WFSE**
WkHrs/period	R	The number of hours the employee works in one payroll period. The default is determined by the Planned Working Time infotype (0007). Do not change the default for this field. **Example:** 87.00- Semi-monthly
PS Area	R	This identifies a collection of pay ranges, steps and rates that comprise a pay schedule based on Civil Service rules for the State of Washington. The default will be what is set up on the employee's position. **Example: 01-** Standard Progression
Next Increase	C	This is the date of the next scheduled increase in the employee's pay and is used to override the automated periodic increment and longevity process. ![info icon] **If the employee is eligible for a periodic increment (PID) or longevity step, and moves to a new Pay Scale Type, Pay Scale Area, Pay Scale Group or Pay Scale Level, the agency HR Processors must input the employee's current PID in the Next Increase field on the Basic Pay Infotype.** **Example**: 10/1/2014
PS Group	R	A range or band. The default will be what is set up on the

		employee's position. **Example:** 58
Level	C	This defines the step within a range for compensation. ⓘ Level A will default into the field for classified employees on a pay scale range. You may need to change the level. **Example**: A
Annual Salary	C	This is the dollar amount the employee receives as pay per year. ⓘ If the employee is classified and on a pay scale range, the annual salary will populate based on the PS Group and Level. ⓘ If the employee is WMS, Higher Ed Exempt, Students, Non Classified Elected Official, Non Classified Exempt Management Service, Non Classified Non Pay Scale, Non Classified Board Members you **must** enter the annual salary in this field. ⓘ Entering the salary defines this person as Directly valued. Agencies are responsible for updating the salary when directly valued employees are due a pay increase. **Example:** 49.368.00
Wage Type	C	A type of payment that separates amounts and time units for various business processes. ⓘ The wage type of 1003 should default in if the employee is monthly. Wage type 1001 should default in if the employee is hourly. Enter the wage type if the field is blank. ⓘ You can also enter wage types for Shift Difference and Assignment Pay. **Example**: 1003 Pay Period Salary

In the screen shot above, notice the "I" in the Indirect value column. An Indirect valued employee will have their salary based upon the State Compensation Plan that is administered by the Office of Financial Management State HR. Indirectly valued employees eligible for a Periodic Increment increase or a Longevity increase will either automatically receive their increase based on the logic tables or upon reaching the override date in the **Next Increase** field. If the Ind.val field is blank, the employee is Directly valued and the agency is responsible for maintaining this infotype when the employee is due a pay increase. If the employee is Directly valued but using the standard progression pay scale area, the agency **must** input an override date of 12/31/9999 in the Next Increase field to prevent the PID automation from changing the Pay Scale Group Level

8.
   Click ![enter] (Enter) to validate the information.

9.
   Click ![save] (Save) to save.

10.   You have completed this transaction.

Results
You have successfully made a modification to the employee's *Basic Pay* (0008) infotype.
Comments
None.